

*Read Instructions on Back:*

1. NAME			2. PHONE NUMBER		3. DATE	
4. FIRM NAME						
5. MAILING ADDRESS			6. CITY		7. STATE	8. ZIP CODE
9. CASE NUMBER		10. JUDGE		DATES OF PROCEEDINGS		
				11.	12.	
13. CASE NAME			LOCATION OF PROCEEDINGS			
			14.		15. STATE	
16. ORDER FOR						
APPEAL		CRIMINAL		CRIMINAL JUSTICE ACT		BANKRUPTCY
NON-APPEAL		CIVIL		IN FORMA PAUPERIS		OTHER ( <i>Specify</i> )
17. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested)						
PORTIONS		DATE(S)		PORTION(S)		DATE(S)
VOIR DIRE				TESTIMONY ( <i>Specify</i> )		
OPENING STATEMENT (Plaintiff)						
OPENING STATEMENT (Defendant)						
CLOSING ARGUMENT (Plaintiff)				PRE-TRIAL PROCEEDING		
CLOSING ARGUMENT (Defendant)						
OPINION OF COURT						
JURY INSTRUCTIONS				OTHER ( <i>Specify</i> )		
SENTENCING						
BAIL HEARING						
18. ORDER						
CATEGORY	ORIGINAL + 1 (original to Court, copy to ordering party)	FIRST COPY	# OF ADDITIONAL COPIES	DELIVERY INSTRUCTIONS (check all that apply)		ESTIMATED COSTS
30 DAYS				PAPER COPY E-MAIL DISK PDF FORMAT ASCII FORMAT		
14 DAYS						
7 DAYS						
DAILY						
HOURLY						
REALTIME						
CERTIFICATION (19. & 20.) By signing below, I certify that I will pay all charges (deposit plus additional).				E-MAIL ADDRESS		
				<b>NOTE: IF ORDERING BOTH PAPER AND ELECTRONIC COPIES, THERE WILL BE AN ADDITIONAL CHARGE.</b>		
19. SIGNATURE						
20. DATE						
TRANSCRIPT TO BE PREPARED BY				ESTIMATE TOTAL		
ORDER RECEIVED		DATE	BY	PROCESSED BY		PHONE NUMBER
DEPOSIT PAID				DEPOSIT PAID		
TRANSCRIPT ORDERED				TOTAL CHARGES		
TRANSCRIPT RECEIVED				LESS DEPOSIT		
ORDERING PARTY NOTIFIED TO PICK UP TRANSCRIPT				TOTAL REFUNDED		
PARTY RECEIVED TRANSCRIPT				TOTAL DUE		

**DISTRIBUTION:** COURT COPY      TRANSCRIPTION COPY      ORDER RECEIPT      ORDER COPY

## INSTRUCTIONS

### DO NOT E-FILE TRANSCRIPTS ORDER FORMS

#### GENERAL -

**Use.** Use this form to order the transcription of proceedings. Complete a separate order form for each case number for which transcript is ordered.

**Completion.** Complete Items 1 - 20. Do not complete shaded areas which are reserved for the court's use.

**Order Copy.** Keep a copy for your records.

**Submitting to the Court.** Submit the form in the format required by the court.

**Deposit Fee.** The court will notify you of the amount of the required deposit fee which may be mailed or delivered to the court. Upon receipt of the deposit, the court will process the order.

**Delivery Time.** Delivery time is computed from the date of receipt of the deposit fee or for transcripts ordered by the federal government from the date of receipt of the signed order form.

**Completion of Order.** The court will notify you when the transcripts is completed.

**Balance Due.** If the deposit fee was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed order.

#### SPECIFIC -

Items 1 - 20. These items should always be completed.

Item 9. Only one case number may be listed per order.

Item 16. Place an "X" in each box that applies.

Item 17. Place an "X" in the box for each portion requested. List specific date(s) of the proceedings for which transcript is requested. Be sure that the description is clearly written to facilitate processing. Orders may be placed for as few pages of transcript as are needed.

Item 18. **Categories** - There are 6 categories for ordering transcripts:

30-Day (Ordinary) - A transcript to be delivered within 30 calendar days after receipt of an order. (Order is considered received upon receipt of the deposit.)

14-Day - A transcript to be delivered within 14 calendar days after receipt of an order.

7-Day (Expedited) - A transcript to be delivered 7 calendar days after receipt of an order.

Daily - A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.

Hourly - A transcript of proceedings ordered under unusual circumstances to be delivered within 2 hours.

Realtime - A draft unedited transcript produced by a certified realtime reporter as a by-product of realtime to be delivered electronically during proceedings or immediately following adjournment.

**NOTE:** Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within 7 calendar days, payment would be at the 14-day delivery rate, and if not completed and delivered within 14 calendar days, payment would be at the ordinary delivery rate.

**Ordering** - Place an "X" in each box that applies. Indicate the number of additional copies ordered.

Original - Original typing of the transcript. An original must be ordered and prepared prior to the availability of copies. The original fee is charged only once. The fee for the original includes the free copy for the court.

First Copy - First copy of the transcript after the original has been prepared. All parties ordering copies must pay this rate for the first copy ordered.

Additional Copies - All other copies of the transcript ordered by the same party.

Delivery Instructions - Place an "X" in each box that applies. If ordering multiple formats, there will be an additional copy charge. Provide an e-mail address where electronic e-mail copy should be sent.

Item 19. Sign in this space to certify that you will pay all charges. (This includes the deposit plus any additional charges.)

Item 20. Enter the date of signing.

**SHADED AREA** - Reserved for the court's use.

**NOTE:** IF YOU ARE CJA APPOINTED COUNSEL, DO NOT USE AO 435 TRANSCRIPT ORDER FORM. YOU MUST USE THE COURT'S ELECTRONIC VOUCHER MANAGEMENT SYSTEM, CJA eVOUCHER.